

North Carolina Agriculture Cost Share Program Review Summary
(month, year)

County	<u>Brunswick</u>	Date of Previous Review/Report	<u>October 13, 1998</u>
District Staff Name(s)	<u>Mamie Caison, Howard Robinson</u>	Date	<u>1/21/2015</u>
NRCS Staff Name(s)			
Division Representative(s)	<u>Tom Hill, Kristina Fischer</u>		
Additional Participants			

Questions	Division Findings				Division Comments	District Plan of Action Required		SWCD Plan of Action	Proposed Timeline for Implementation	Division Response to Plan of Action (date)
	Commendation	Recommendation	Corrective Action	No Concerns/ Not Applicable		Yes	No			
Section 1: Application Procedures and Tracking Progress (BMP Implementation and Payments) Questions in this section focus on how the district advertises the program, how applications are developed, how contracts are developed, how funds are tracked and how the board approves each.										
When do you schedule your board meetings?					<u>Brunswick SWCD has the normally scheduled board meeting on the third Monday of each month at 7:00 pm. It should be noted that the Board and staff have a strong relationship and work very well together.</u> 3rd Monday of the month. Good Board		X			

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How do you notify the public of the board meeting schedule and does it adhere to the Open Meetings Law?					<u>Board meetings are posted in the local newspaper and at the County Courthouse. If meetings are cancelled it is posted at the courthouse as well as the district office 24 hours before the scheduled meeting. This functions well for Brunswick Courthouse.</u>		X			

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When do you develop a conservation plan for a potential applicant?		X			<u>When an applicant requests assistance staff visits the farm and determines their resource concerns. After the resource concerns are determined we then discuss programs that will address the concerns. We then develop a conservation plan. Recommendation: district staff should consider becoming Certified Conservation Planners. This is likely to become more important in the future as NRCS staff reductions occur and the need for these services increase.</u>		X			
How do you assess the resource concerns on the farm to determine if a BMP is needed and feasible?					<u>The NRCS 52 form is utilized and information is gathered during our initial site visit. Aerial and soils maps, along with other information are used during the assessment process as well.</u>		X			
Are applications reviewed and approved by the Board as a separate action item?					<u>Yes. The Board and staff do a good job in documenting the action items as separate.</u>		X			

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Are application decisions/motions recorded in the board minutes?					<u>Yes. Again, a good job in documenting this fact.</u>		X			
Because applicants are limited when applying for incentive BMPs, how does your district track the applications for incentive BMPs? Is your district using the self-certification form provided by the division to track incentive BMPs.					<u>Excel spreadsheet and self-certification form. Yes, Brunswick does utilize the self-certification form. Good documentation again.</u>		X			
Please describe how the district tracks applicants who are applying for multiple incentive BMPs or consecutive incentive BMPs.					<u>Through the above-mentioned self-certification form.</u>		X			
If multiple partners farm together, how does the district track individual applicants as one operation?					<u>Use self-certification self-certification form update at Division level.</u>		X			
Once applications are approved, how do you develop a contract?					<u>Contracts and applications are completed at the same time. The resource concerns are used in developing the contract, addressing those resource concerns found during the assessment.</u>		X			

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Describe how the district reviews the contract with the applicant. Do you explain that work cannot begin until the contract is approved by the division?	X				<u>The approval process is reviewed with all applicants. It is always stressed to applicants that the work cannot begin until the division approves the application and contract. This was also well documented. Commendation: This commendation is for the organization and strong documentation that district staff provides for a range of operations as noted in these descriptions. Staff does an excellent job of maintaining good records and keeping things well organized.</u>		X			
What procedures do you follow for notifying the applicant that work can begin?					<u>A copy of the contract is mailed to the producer and often contacted by telephone to let them know that they can begin and they should be receiving a copy in the mail shortly. This was documented in the contracts and plans as well.</u>		X			

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What information do you provide the applicant?					<u>The conservation plan and contract.</u>		X			
<i>Are contracts reviewed and approved by the Board as a separate action item?</i>					<u>All contracts are reviewed and approved by the Board as separate action items.</u>		X			
<i>Are contract decisions/motions recorded in the board minutes?</i>					<u>Yes</u>		X			
Describe the district/board's procedure for approving supervisor contracts.					<u>If we have a supervisor contract on the agenda the supervisor will excuse themselves from the meeting to abstain from any discussion or action and rejoin to the meeting after the item is completed. This process is documented in the minutes.</u>		X			
<i>Is it documented in the Board minutes that the supervisor abstained from discussing his/her own contract and from voting?</i>					<u>Yes</u>		X			
What technical assistance do you provide during the BMP installation process to ensure the BMP is installed by the contract deadline?					<u>Field visit and/or telephone call.</u>		X			

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How do you track the Commission’s interim performance milestone? One-third of the work must be completed within 12 months of division approval.					<u>We track the Commission’s interim performance milestone by recording the date of contract approval on our excel spreadsheet and a note of the approval date is in the file. This is well documented in the spreadsheet. Brunswick is also now utilizing the CS2 contract information for this as well.</u>		X			
Is the district recording 6-month extensions in the board minutes?	X				<u>If a 6 month extension were granted it would be document in the board minutes. Brunswick has done a great job in getting contracts completed. <i>Commendation: this commendation is for the excellent job Brunswick does in getting contracts written and implemented without delay. The staff and Board obviously work together to achieve a very high degree of contract implementation.</i></u>		X			

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What documentation do you include in the contract file that certifies that the BMP was inspected and is installed to the standards and specifications?					<u>When we are preparing a request for payment it is documented in the file that the practice has met specifications and certified. The NRCS work sheets are also filled out with quantities shown.</u>		X			
Are BMPs measured then certified before the request for payment is approved? How is this documented?					<u>Yes. The request for payment is not approved by the board until the BMPs is certified by technical personnel.</u>		X			
Are receipts received and reviewed for CSP BMPs that are based on actual cost?					<u>Any practice reimbursement that is based upon actual cost requires the producer to submit receipts and then the technical staff reviews before preparing the request for payment. These are now also uploaded into CS2.</u>		X			
Are request for payments reviewed and approved by the board as a separate action item?					<u>Yes</u>		X			
If the BMPs are not installed by the end of the third program year per Commission policy, how does the district request a one-year extension?										

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Are payment decisions/motions recorded in the board minutes?					<u>Yes</u>		<u>X</u>			
<u>If the BMPs are not installed by the end of the third program year per Commission policy, how does the district request a one-year extension?</u>										
Section 2: Spot Checks and Compliance Issues Questions in this section focus on how the district reviews BMPs for compliance and how maintenance and/or non-compliance issues are addressed.										
Who participates in annual spot checks? When are they conducted?					<u>Usually 2-3 supervisors participate in the annual spot check. These are conducted in the spring of each year. At least one supervisor is always present.</u>		<u>X</u>			
How does the district select which contracts to spot check?					<u>It is documented on how contracts are selected each year. We count the total number of active contracts. To select the sites to visit: Example FY14 we added 1+4 = 5 and started counting with the most current completed contract. Normally we check far more than the required 5% in our spot checks.</u>		<u>X</u>			

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Are all BMPs under the waste management category spot checked for the first five years after installation? This applies to all farms that fall under the thresholds that are regulated by DWQ.					<u>Yes, although Brunswick has no active animal waste cost share contracts.</u>		X			
How does the district review five percent of all waste utilization plans?					<u>Waste contracts are reviewed through the Division of Soil and Water Animal Waste Reviews.</u>		X			
How does the district notify the NRCS area office (for ACSP contracts) or division (for CCAP contracts) to conduct spot checks on lands owned or operated by a district, county, division or NRCS employee or district supervisor? This includes CPOs, revisions, supplements or repairs.					<u>When the NRCS FY practice report for spot checks is completed it will include any lands owned or operated by a district, county, division or NRCS employee or district supervisor. For CCAP practices to date division staff has been involved in the implementation and has made site visits since completed to ensure compliance. Two sites were visited during the operational review</u>		X			

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The North Carolina Statute 02 NCAC 59D.0107(f) states "If the technical representative of the district determines that a BMP for which program funds were received has been destroyed or has not been properly maintained, the applicant will be notified that the BMP must be repaired or re-implemented within 30 working days. For vegetative practices, applicants are given one calendar year to re-establish the vegetation" How does your district notify individuals that have destroyed or mismanaged a BMP?					<u>The district would notify contact the producer for a field visit to discuss the contract status and send a letter notifying of the requirements to be followed to bring the contract back into compliance. There has only been a recent case with this in Brunswick. Staff contacted the division and followed policy, documenting this well.</u>		X			
How are supervisors notified of BMPs that are found to be destroyed or mismanaged at any time throughout the year?					<u>Notification would be by technical staff during a board meeting. Again, this has not been an issue with Brunswick until very recently. The landowner promptly responded to a call and field visit, bringing the issue back in to compliance. The division staff was fully informed.</u>		X			
When does the district provide a written notice that the BMP must be repaired or re-implemented within 30 working days? (Vegetative practices have to be reestablished within one calendar year.) Is a copy of the notification kept with the					<u>If a contract is found to be non-compliant by staff a letter would be prepared and a copy kept in the file as soon as observed. Again, in the</u>		X			

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CPO?					<u>above-mentioned case, the Brunswick staff notified the division and the landowner and followed policy very well along with proper documentation.</u>					
If the BMP was not repaired or re-implemented, was repayment requested? Please provide documentation.					<u>We have requested funds back from only two contracts.</u>		X			
<i>Is the district notifying the division of non-compliance and resolutions?</i>					<u>The division is notified immediately of non-compliance issues or applicable discussions.</u>		X			
Section 3: Record Keeping Questions in this section focus on how funds are managed and accounted for, maintaining proper design and job approval authority, as well as disclosure forms.										
How does the district track BMP funds?					<u>Through the above-mentioned Excel spreadsheet.</u>		X			
How does the district use the division on-line (website <u>& CS²</u>) reports?					<u>Real time reports from the current contract module when applicable and reports from the old site for previous year contracts.</u>		X			
How are your BMP funds audited? What is the date of the last audit? Who performed the audit? Was the BMP audit form completed and										

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<u>notarized? (do we need this now that we require them to upload?)</u>										
How are technical assistance funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?					<u>Technical assistance funds are tracked on an excel spreadsheet. Funds are deposited in the Brunswick County Finance department. The last county audit was performed on October 31, 2014</u>		X			
Who in the office is funded by Cost Share Technical Assistance (TA) from the State?							X			
How are operating funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?					<u>Operating funds are provided through the Brunswick County Budget. All financial records are kept in county files. County procedure is followed for all revenues and expenditures. An audit of county financial records is conducted each year by a CPA Firm.</u>		X			

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How are matching funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?					<u>Matching funds are deposited in the Brunswick County Finance Office and utilized by the district as miscellaneous expense. All financial records are kept in county files. An audit of county financial records is conducted each year by a CPA Firm.</u>		X			
How much time is spent on cost share program (ACSP, CCAP, AgWRAP) contracts and BMP implementation? How is that tracked?										
Is proper job approval authority (JAA) documented for each technical and cost share position? <u>Please provide a copy of the latest approved JAA.</u>					<u>All technical personnel have the proper JAA and it is documented in the files.</u>		X			
Do district supervisors complete supervisor forms when they have a financial interest in an entity requesting a cost share contract? <u>Do we still need this? Dottie/Helen are now monitoring this</u>					<u>If this issue would arise we would notify with proper form of the financial interest.</u>		X			

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Section 4: Contract Reviews and Site Visits Below is a list of the contracts the division reviewed. Spot checks were also conducted. Notes include recommendations and/or corrective action for contract files as well as the BMP. Contracts/BMPs are listed by contract number.										
Contract Number: Applicant Name: BMP: <i>Insert Picture</i>					<u>Please see the other forms for the field visit portion</u>					
Contract Number: Applicant Name: BMP: <i>Insert Picture</i>										
Contract Number: Applicant Name: BMP: <i>Insert Picture</i>										

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Contract Number: Applicant Name: BMP: <i>Insert Picture</i>										
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